

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Breach of Policy and Repayment of Severance and Relocation Benefits

Dear [Employee Name],

This letter serves as formal notification regarding your breach of the [Policy Name/Agreement Name] signed on [Date].

Specifically, the company has determined that you have violated the following provision(s): [Insert description of breach, e.g., violation of non-compete, failure to remain employed for the required period, or misconduct discovered post-separation].

Under the terms of your [Severance Agreement/Relocation Agreement], such a breach triggers the clawback provisions requiring the full repayment of benefits received. According to our records, the following amounts are now due:

- Severance Payment: \$[Amount]
- Relocation Expenses/Stipend: \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit the total amount of \$[Total Amount] to [Department/Name] by [Date]. Payment can be made via [Check/Wire Transfer/Other Method].

Failure to repay these funds by the specified date may result in further legal action to recover the debt, including the cost of collection and legal fees as permitted by your agreement.

If you have any questions regarding this matter, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]